



The [South Charleston Public Library](#) (SCPL) seeks a full-time **CIRCULATION CLERK**. If the opportunity to support community members by helping provide meaningful library and learning experiences appeals to you, please submit your application to join our team today!

JOB DESCRIPTION

POSITION: **CIRCULATION CLERK (Full-time: 37.5 hours per week)**

REPORTS TO: Circulation Supervisor

MINIMUM REQUIREMENTS: High school diploma or GED. One year of documented relevant experience in a customer-focused position. Amiable with genuine interest in public service. Strong written and verbal communication skills. Attentive to detail. Advanced computer skills.

PREFERRED QUALIFICATIONS: Minimum of associate's degree in library science, education, or a related field. One year of professional experience in a public library. Self-starter and lifelong learner able to take on new information quickly and assist patrons with all library functions and activities, including technology and electronic resources. Outgoing personality with desire to serve all members of the library community. Flexible and open to change, with a healthy and appropriate sense of humor.

DUTIES & RESPONSIBILITIES: Greet patrons using the library and ensure a positive customer service experience. Perform duties related to use of the library and circulation of library materials including, but not limited to: answering phone calls; operating cash register and credit card system; creating new library cards; checking library materials in and out; handling reserve materials; checking in and delivering library mail; helping patrons at the drive up window; generating circulation reports; assisting patrons with computers; operating copiers and other library equipment; shelving items and shelf-reading; and supervising meeting room use. Help patrons find materials through direction, instruction of catalog use, and direct assistance including use of electronic resources and performing catalog and internet queries. Assist patrons with computers, wireless internet, and wireless printing. Answer directional and basic reference questions as necessary. Must be familiar with and able to help patrons with all library activities. Support the Summer Library/Reading Program as directed. Participate in ongoing professional development. Follow library opening and closing procedures. Report to the immediate supervisor any discrepancies in the collection, need for supplies, or patron issues. Assist Corner Bookstore volunteers in keeping the area organized. Accept patron donations to the library. Assist with book processing as needed. Serve as Passport Acceptance Agent and/or Notary Public.

OTHER DUTIES: As assigned by Circulation Supervisor, Youth Services Librarian, or Library Director.

Must be able to work days, evenings, weekends, and varied schedules based on library needs. Work is primarily indoors and requires bending, stooping, reaching, lifting, and pushing book carts up to 50 pounds.

POSITION OPEN: Until filled, with first review beginning March 11, 2021.

TO APPLY: Submit an [SCPL application](#) and/or resume to: Aaron Harper, Circulation Supervisor, South Charleston Public Library, 312 Fourth Avenue, South Charleston, WV 25303, aaron@scplwv.org